

**Alamo Area Council of Governments
Regional Emergency Preparedness Advisory Committee Meeting
Wednesday, May 18, 2016 – 1:30 p.m.
Al J. Notzon III Boardroom
Al J. 8700 Tesoro Drive, Suite 100, San Antonio, Texas 78217**

MEETING MINUTES

MEMBERS PRESENT:

<ol style="list-style-type: none"> 1. Dr. Charles Bauer 2. John Culpepper 3. Harold Lovejoy for Chief Walton Daugherty 4. Chief Duane DuBose 5. Shelby Dupnik 6. Mark Montgomery for Eric Epley 7. Jeffery Fincke 8. Robert Adelman for Chief Joe Hamilton 9. Steve Hannemann 10. Cindy Stafford for Leann Hosek 11. Ray Kallio 12. Jeff Kelley 13. Patrick Pinder for Kyle Kutscher 14. Toni Bradford for Kade Long 	<ol style="list-style-type: none"> 15. Keith Lutz 16. Nathan Taylor for Mark Mattick 17. Valerie Frausto for William “Vance” Meade 18. David Prasifka 19. Dan Pue (representing Live Oak) 20. Carey Reed 21. Lt Braxton Roemer 22. Chief Edwin Baker for Mayor Johnny Stahl 23. Danny Taylor 24. William Thomas 25. Chief Lawrence Trevino & Jeffrey Dean 26. Kyle Coleman for Judge Nelson Wolff 27. Derek Wrenn
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MEMBERS ABSENT:

<ol style="list-style-type: none"> 1. Erwin Brown 2. Dannie Smith 	
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STAFF PRESENT:

<p>Marcela Medina- Public Safety Director Shane Jenkins- Homeland Security/9-1-1 Manager Laura Richardson- Public Safety Administrative Assistant James Minze- Homeland Security GIS Planner</p>
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1. Opening

Chairman Kyle Coleman called the meeting to order at 1:50 p.m.

2. Roll Call

A quorum was established with Twenty Seven (27) members present.

3. **Citizens to be Heard**

There were no citizens to be heard.

4. **Consider and act upon approval of minutes for April 20, 2016 & May 6, 2016.**

A motion was made by **Mr. Robert Adelman** and seconded by **Ms. Carey Reed** to approve the minutes.

All Approved, Motion Carried.

5. **Discussion and appropriate action on sub-committee reports:**

A: Strategic Planning sub-committee report:

i. Strategic Planner monthly update

Jeffrey Dean & Leigh Middleton- A presentation was given of State Homeland Security Goals and Objectives, 2015-2020 Strategic Plan. This strategic plan is aligned with the National Priorities, Department of Homeland Security Core Capabilities, and the 2015-2020 Texas Homeland Security Strategy. The presentation also included the Regional Strategic Planning Timeline. Both of these will be sent out by e-mail to everyone.

B: IT/Fusion Center sub-committee report-

Mark Montgomery- We will not be having a meeting this month but will have a meeting June 26th. I-Info has been doing some trainings in the region over the past couple weeks.

C: Inter-Op Communications sub-committee report-

Robert Adelman- We received our wave servers but we are still working with AACOG on getting the Wave Media software for them. He is working with the grant manager on making the modification needed on the A Call90 Project to bring on the contract services as previously reported to REPAC.

D: Emergency Management and Community Preparedness sub-committee report-

Keith Lutz- They will try to have a meeting in June.

E: Regional Response sub-committee report-

1. Fire-N/A

2. Police-N/A

3. EMS-N/A

F: Public Health and Agriculture sub-committee report-

Steve Hannemann- We will try to have a meeting in June and have Chief Trevino, Jeffrey Dean and Leigh Middleton come to work with them.

G: CI/KR sub-committee report-N/A

Chief Lawrence Trevino- They are working on the update on the site. They are working on getting ASL through notification.

6. **Discussion and appropriate action on REPAC By-Laws**

A. Membership methodology-

B. Attendance/membership By-Laws language

A draft of the current membership section of the By-Laws was passed out. This draft was what came out of the discussion at the May 6th meeting.

There was discussion about how to add a committee representation opening for Danny Taylor to keep him on the committee.

There was a motion made by **Mr. Jeffery Fincke** and seconded by **Mr. Robert Adelman** to add 2 more committee members at large.

This motion was not approved. There was further discussion.

There was a motion made by **Mr. Robert Adelman** and seconded by **Mr. Nathan Taylor** in section 4.0 item 4.1.10 to add “one representative from the Bexar County Hospital District.”
All Approved, Motion Carried.

This representation will be filled by Mr. Danny Taylor.

There was a motion made by **Mr. Jeffery Fincke** and seconded by **Lt. Braxton Roemer** to change the wording in Section 4.3 to say “In the event of any vacancy, AACOG will coordinate and contact all appropriate entities and the REPAC will make the final vote. The candidate with the highest number of votes will be the designee.”

All Approved, Motion Carried.

There was a discussion about whether to approve the above changes now or wait until the next meeting. The By-Laws stated that you wait 30 days. It was ultimately decided to wait until the June 15th meeting to approve all above changes to the By-Laws.

Kyle Coleman- Called for approval on all above changes which will be voted on at next meeting.
The By-Law changes will go to the Board at the next AACOG Board Meeting in June.

C. Member contact information update request

A contact form was passed out to be filled out by all Primary and Alternate Committee Members.

The form will also be e-mailed out to everyone who is not present at the meeting. Please fill these out and get them back to AACOG staff as soon as possible.

7. Discussion and appropriate action on Membership items:

- A. New Member:** Emergency Management Coordinator, William B. Thomas, Kerr County, representing Emergency Management.
- B. New Member:** Guadalupe County Judge, Kyle Kutscher-Guadalupe County, representing Emergency Management.
- C. New Alternate:** Emergency Management Coordinator, Patrick Pinder-Guadalupe County, as alternate member to Kyle Kutscher for Guadalupe County.
- D. New Member:** Ray Kallio-Frio County, representing Emergency Management.
- E. New Member:** Bexar County Emergency Services District #7, Fire Chief Kevin Clarkson-Bexar County E.S.D. #7, representing Fire.
- F. New Alternate:** Bexar County Emergency Services District #7, Assistant Chief Chris Willis-Bexar E.S.D. #7, as alternate to primary member Kevin Clarkson, representing Fire.
- G. New Member:** Assistant Fire Chief Kade Long-Schertz Fire Department, as primary member for the City of Schertz, representing Fire/EMS/LE.
- H. New Alternate:** Police Lieutenant John Correu-Schertz Police Department, as first alternate member to Kade Long for City of Schertz, representing Fire/EMS/LE.
- I. New Alternate:** EMS Supervisor Toni Bradford-Schertz EMS, as second alternate member to Kade Long for City of Schertz, representing Fire/EMS/LE.

There was a motion made by **Mr. Nathan Taylor** and seconded by **Mr. Derek Wrenn** to table all items.

All Approved, Motion Carried.

8. AACOG Homeland Security Planning Report:

A. OIG Audit Information Update

This was indefinitely postponed.

B. NIMS Quarterly Report Issues

This is no longer a problem. This may be addressed later if the OIG audit happens at a later date.

C. Common School Districts FYI

None of those are in the AACOG area.

D. 2016 Funding update

There was a sheet sent out with the Final 2016 Project Conditionally Approved Amounts.

The state adjusted the amounts due to lack of funds. Explanation given was that in previous years the fusion fund counted towards our LE percentage. This year they are not counting for the fusion center in the SHSP pot so we had to fund the LE for the full amount. Shane will contact each jurisdiction to give them the adjusted amounts.

Marcela- She suggests that REPAC still send a letter out asking for high and low amounts for funding. We will have this drafted in June.

9. Next Meeting Date: June 15, 2016

10. Adjournment: A MOTION was made and SECONDED to adjourn.

All Approved, The meeting adjourned at 3:35 pm.